

**Department of Planning
Code Enforcement Division**

Code Enforcement Fee and Civil Penalty Hearing Request

A request for waiver of **unpaid** Code Enforcement Fees and Penalties may be requested by a property owner.

Hearing Process

Appearance

A property owner may request a hearing by filling out a Code Enforcement Waiver Request Form.

Once the request is received it will be processed to be placed on the hearing in the future. Waiver request hearings take approximately 60 days to be scheduled. All requests are processed in the order that they are received.

Only the property owner or their legal representative (Licensed Lawyer) can apply for a hearing request. A property owner may not be represented by a realtor or broker. The property owner must appear before the City Council or their designee or be available for phone conference.

All requests for waiver that involve Daily Civil Penalties are reviewed by City Council to determine if they will hear your request. City Council can refer your request to be heard by their designee.

If the City Council decides to hear your request, it will be scheduled for a City Council meeting and you will receive notice of the hearing date and time.

Hearings Conducted by City Council Designee

If City Council refers your request is to be heard by their designee, it will be heard at a Code Enforcement Hearing held at 333 N. Rancho Blvd. on the 3rd Floor in the Code Enforcement Office. You will receive notification of the location and time of your hearing once it has been scheduled. Property owners should check in with Code Enforcement Office when arriving for the hearing.

Once you appear for your hearing, you will receive documentation at the hearing disclosing the final outcome and any fines due. Payment of fees and penalties are due within 30 days or the original amount will be due, unless otherwise specified. If an applicant fails to appear to the hearing, the hearing officer will deny the request.

Acknowledgement

You will be required to sign an acknowledgment before your hearing takes place. On the date of the hearing you will be given a form that states the following:

You agree:

1. Any paid fees or penalties will not be refunded.
2. You understand the City Council may determine to have your request heard by their designee.
3. The City Council designee is an attorney.
4. To be bound by the decision of the Hearing Officer.
5. That if disagree with the City Councils or their designee's decision that your recourse is to file suit in District Court.